



EXCELSIA
COLLEGE



Higher Degree by Research Handbook



This handbook provides HDR students at Excelsia College with information about their course, relevant academic policies and procedures and an overview of student services and facilities available on campus.

It contains a summary of the College policies and regulations that frame HDR awards. Students are asked to read and comply with the policies and procedures. If clarification is required, please ask for assistance.

The information in this handbook was correct at the date of publishing; however, this information may change. Students should check the relevant website for the most current information. Full copies of policies and procedures relating to research can be found at: excelsia.edu.au/research

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WELCOME

Welcome by Director of Research

The Director of Research has the overall responsibility for the College's research programs and is the chairperson for the College's Research Committee.

Congratulations on choosing to enrol in a Higher Degree by Research (HDR) at Excelsia College. As an HDR student you are developing your own academic, personal and professional capacities and also contributing to the mission of our College: Excelsia is an academic community benefiting the world by producing research characterised by exemplary scholarship consistent with a Christian world view and graduates prepared to lead in a range of professions.

A research degree is a challenging undertaking. It requires sustained effort and a commitment to excellence in all your work. There will be times when your energy flags or you are uncertain about the next step. At those times please seek help from your supervisors and support from staff and other students at the College.

In your research work I hope you will find a sense of fulfilment in being part of a research community, discovering new knowledge and expressing your emerging understanding of your chosen field.

RESEARCH DEGREES AT EXCELSIA COLLEGE

Currently, Excelsia College offers a PhD in Organisational Leadership and a Master of Business (Research). Both are located within the School of Business.

PhD (Organisational Leadership)

The Doctor of Philosophy is an integrated program of study and research. It combines advanced coursework in research methodology and preparation with studies in an academic discipline, for the purpose of systematic research. Doctoral level research comprises critical investigation and analysis in a field of learning to uncover new knowledge by discovery, the formulation of theories and/or the innovative re-interpretation of known data and established ideas. The Doctor of Philosophy program offers a specialisation in Organisational Leadership.

The course has been designed in order to satisfy the intersecting requirements of:

- (a) the Australian Qualifications Framework;
- (b) Excelsia College's Graduate Attributes; and
- (c) the designated Learning Outcomes of the course.

Students are required to undertake nine units of study as part of the Doctor of Philosophy course, four of which are advanced postgraduate units in a discipline area related to the proposed research

topic area; one ethics unit; three units which are a combination of advanced research methods learning and research preparation during which students will be required to prepare and present their research proposal, develop a literature review and other relevant background investigations, and devise an appropriate methodology for the conduct of the proposed research; and the thesis itself. Over the period of the research methods and preparation units, students will be required to progress their research proposal through all relevant Institute procedures and reviews for approvals, including ethics approvals and preparation for confirmation of candidature. Once candidature is confirmed, candidates will then concentrate on supervised research, analysis and other activities associated with the implementation of their approved research proposal, the final examinable product of which will be a thesis.

Master of Business (Research)

This is an advanced coursework and research program in organisational leadership. Coursework will consist of one year of study in leadership/management as well as research preparation; followed by a year to complete a research thesis. The course offers progression to the PhD program for selected candidates.

Key support people

Each Head of School is responsible for overseeing the HDR programs in their School. They are a key contact for approvals for requests such as leave of absence. They are responsible for reviewing all of the Annual Progress Reports submitted by students in their School.

You will have a supervisory panel appointed to support you in your research work. Your Principal Supervisor is the person to approach about day to day concerns and key procedures you should follow. There are also staff available in the Registrar's Office to help you with issues about enrolment and in Student Support Services if you have personal concerns. Please do not hesitate to contact your supervisors or other staff if you have questions or concerns.

Other resources: Your student logon and password provide 24 hour access to library resources including books, e-books and databases.

The Student Services Centre provides support for academic matters, English language, counselling, chaplaincy and pastoral care, disability support, career support and Indigenous support. Visit the Student Services Centre on campus Monday to Friday, use the College webpage at Student Services to request support or email at: ssc@excelsia.edu.au

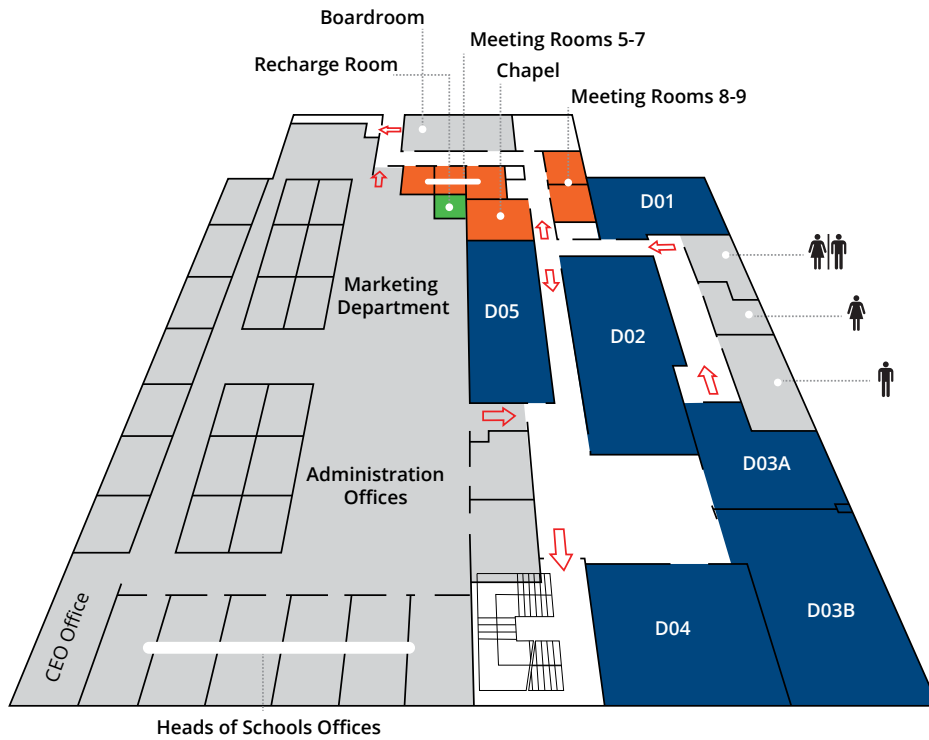
IT services provide support for ExO (online learning), enrolments and student email systems. To obtain IT help go to Excelsia Online via the College webpage and click on the help button.

Contact details of key support staff are as follows:

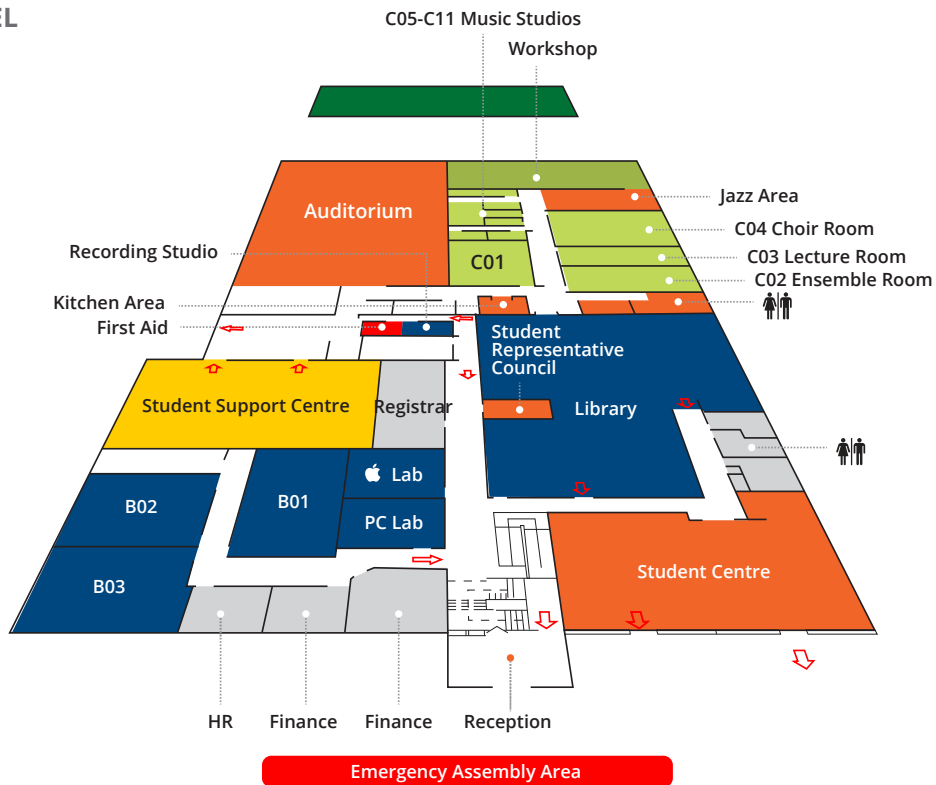
Title	Name	Email	Telephone (outside prefix 9819 8...)
Deputy Head, School of Business	Dr Sunaina Gowan	Sunaina.Gowan@excelsia.edu.au	874
Assistant Registrar	Nicole O'Keeffe	Nicole.Okeeffe@excelsia.edu.au	860
Director of Research	Dr Maureen Miner Bridges	Maureen.MinerBridges@excelsia.edu.au	838
Library Manager	Kerrie Tickner	Kerrie.Tickner@excelsia.edu.au	830
IT Manager	Monica Hu	Monica.Hu@excelsia.edu.au	841
Student Support Manager	Drew Williams	Drew.Williams@excelsia.edu.au	824
Chaplain	Mike Peereboom	Mike.Peereboom@excelsia.edu.au	873
Career, Indigenous & Disability Advisor	Kerrie Preedy	Kerrie.Preedy@excelsia.edu.au	835

CAMPUS MAP

FIRST LEVEL



GROUND LEVEL



SUPERVISION

Every student who is conducting a significant research project in their higher degree will be allocated at least two supervisors. This supervisory team provides advice and guidance throughout the duration of the research. The Principal Supervisor must be a staff member of Excelsia College with a doctoral degree in a field relevant to the candidate's proposed research. Co-Supervisors may be internal or external to Excelsia College. If a Principal Supervisor takes extended leave during the candidature the Head of School or Director of Research will make alternative supervisory arrangements. All supervisory arrangements must be approved by the Head of School and reported to the Research Committee.

After one or two informal meetings between a candidate and eligible Principal Supervisor to discuss in detail the student's initial proposal for the research project, the Principal Supervisor will initiate discussion of the roles of candidates and supervisors and practical arrangements for meetings, communication and support. Milestones of candidature will be discussed in light of student learning needs and expectations together with the policy framework for research at Excelsia College.

It is expected that candidates and the Principal Supervisor will meet regularly (usually fortnightly) to discuss research progress and any difficulties. The candidate will meet with other members of the supervisory panel as required. The full panel will meet with the candidate on at least four occasions: at the beginning of supervision; at the confirmation of candidature; at the time of the first annual report; and prior to submission of the thesis for examination.

At the initial meeting of the candidate with the full panel, a formal agreement for supervision, the Research Supervision Agreement Form, will be signed by the candidate and all supervisors. Copies will be provided to the student, the supervisory panel, the HOS and Research Committee.

Candidates should also read the Research Framework.

CANDIDATE RESPONSIBILITIES

Candidates should attend the orientation program for new students at Excelsia College. This orientation will familiarise you with the campus, student services and support, and important regulations for your degree. It also gives you the opportunity to meet fellow students.

The main responsibility of HDR candidates is to carry out their studies with diligence and integrity. Research degrees require independent, self-motivated work over a period of time. Perseverance is necessary to conduct and complete all phases of research. In addition, there are many ethical considerations in the conduct, writing and publication of research. Hence a high degree of ethical behaviour and personal integrity will be needed.

Research candidates are guided and supported by their supervisory panel. It is a requirement of candidature that candidates meet regularly with their supervisors to discuss the progress of their work.

Candidates are also responsible for completing their research within the prescribed time limits. In order to submit theses on time candidates must take note of milestones in their progression and submit reports and work in progress accordingly.

All HDR candidates are expected to:

- Complete the Research Supervision Agreement form within the first month of starting the research phase of their award.
- Meet with their supervisors regularly as specified in the Research Supervision Agreement

PhD candidates are expected to:

- Complete the Confirmation of Candidature process, usually within the first year of candidature or within three months of commencing the research phase of their award.

- Complete progress report at quarterly (M.Res) or 6 monthly (PhD) intervals.
- Present at Excelsia College HDR seminars and attend staff research seminars
- Notify supervisors in writing of any form of leave required, ie. fieldwork, conference attendance, holiday or an extended break from study.

Research Code of Conduct

At all times candidates must comply with the Excelsia College Research Code of Practice [excelsia.edu.au/documents/2015/04/research-code-practice.pdf].

The Code states that Excelsia College is committed to the highest standards of professional conduct. Researchers at, or associated with, Excelsia College, are therefore expected to conduct their work in accordance with legislative requirements, recognised national and international ethical standards and the highest expectations of their disciplines. Further, The Code enshrines the four values in the National Statement: respect for human beings, research merit and integrity, justice, and beneficence. The Code proclaims that human research requires critical reflection that is informed by these four values, and that the design, review and conduct of research must reflect each of these values.

Sections of the Handbook relating to the ethical conduct of research, stages of the research degree and issues arising in the conduct of research all must be read in light of the values of respect, integrity, justice and beneficence enshrined in the National Statement of the Research Code of Practice.

ETHICAL CONDUCT OF RESEARCH

Proposals for all research involving human participants must be submitted to the Excelsia College Ethics Committee for approval. In assessing an application, the Ethics Committee will consider the academic merit of the research as an indicator of beneficence, potential risks or burdens placed on research participants, and implementation of the values of respect, integrity and justice in the proposed conduct of research.

Candidates must maintain the privacy of research participants and ensure confidentiality of research data through its careful and secure storage. Data underpinning research conducted at Excelsia College (including electronic data) must be recorded in a protected, durable and appropriately referenced form. Unless there are compelling reasons, research findings should be publicly accessible, especially to research participants.

Researchers must acknowledge all persons who contributed significantly to the research, writing and publication process, and, where applicable, include them as authors or co-authors. There should be open and mutual recognition of the candidate's and any supervisor's contribution on all published work arising from the project. Agreement should be reached before submitting work for publication on the ordering of authors.

RESEARCH RESOURCES

General Resources

As part of research infrastructure, the following resources are provided to HDR candidates:

- Shared office or desk space and access to computer equipment
- Lockable filing cabinet and bookcase facilities
- An e-mail account and on-campus Internet access. Specialist software, appropriate to the project requirements of individual students, will be provided. It is expected that all students own their own laptop.
- Access to reasonable levels of office supplies, printing and photocopying. Access to tea rooms and other shared facilities.
- Access to all library services including journal databases, interlibrary loans and document delivery.

With regard to safety and security, after hours office and computer laboratory access.

Access to a range of remedial and professional development opportunities

Representation in relevant forums at School and College levels.

Access to College support and counselling services.

Disability Services

Student Support Services at Excelsia College provide reasonable adjustment advice and support for current and prospective students with a disability or health condition. Their aim is to ensure that students with a disability realise their full academic potential despite their disability.

If you have a disability, register with Student Support Services as soon as possible in order to receive additional support and advice. If you have complex requirements it is even more important to make contact early so that support can be arranged in a timely manner.

Student Support Services is committed to creating a safe and productive environment for registered students. Please contact their office for further advice or information or to make an appointment by emailing ssc@excelsia.edu.au

Email and Internet Access

The College provides all HDR students with an email account, username and password upon enrolment. The username and password grant access to College systems as well as access to the Internet from any computer on campus.

THE STAGES OF HDR CANDIDACY

EARLY HDR STAGE

The first year of candidature enrolment

Students enrolling in a PhD or Masters Degree by Research must normally complete course work units in research methods and the development of a research proposal unless there is evidence of relevant prior learning. The unit relating to the development of a research proposal provides an overview of the research process, selection of research topics, refining research questions, reviewing the literature, and writing a research proposal. After completing these units, candidates will have prepared a 2,500 word research proposal that clearly articulates the justification for their research question, research questions or hypotheses, and a proposed methodology including proposed methods of analysing their data. At this stage successful candidates will be allocated a supervisory panel and will begin the process of individual research.

Initial stage of researching under supervision

After completion of the coursework units, candidates will enrol in the Research Thesis unit that covers the conduct and writing of their research. Candidates will then begin to meet with allocated supervisors.

Initial issues for discussion include meeting arrangements, communication and support. These include:

- How often you will meet and for how long,
- Whether you will meet with your whole panel or one supervisor,
- How meetings will be called and arranged,
- Whether meetings will be face to face or via electronic means,
- How notes from meetings will be shared, how communication between meetings will be managed,
- How you will be supervised at times your Principal Supervisor is on leave.

You will also discuss with the panel any learning needs you have, what you expect to happen during your candidature, and what you understand to be your responsibilities and the responsibilities of your supervisors. The overall framework for the higher degree will be discussed to ensure you are aware of relevant policies, procedures, resources, and milestones for the award. In particular, you should know how to access the:

- Excelsia College Research Code of Practice;
- Requirements of the Ethics Committee;

- Intellectual Property policies;
- Occupational Health and Safety policies and procedures, including research safety;
- Plagiarism policies;
- Grievance resolution processes;
- School-specific support information;
- Counselling and human support services available to all Excelsia College students;
- Online resources and general academic support (including library); and
- Resources available to you including desk space and access to computers.

Your supervisory panel will discuss milestones of candidature (confirmation of candidature, progress reporting and thesis submission – see also below) and check that you have a plan for achieving such milestones. You will also be able to discuss when you should submit drafts, what feedback you expect from your supervisors, how long it will take to receive comments on your drafts, who will receive and comment on your drafts, and if you should consult anyone in addition to members of your supervisory panel.

In consultation with your panel PhD candidates should decide whether you will prepare a single thesis document or a series of publications together with an overarching justification of your topic and discussion of your findings in light of your overarching research question.

You will then sign a formal agreement for supervision. This agreement indicates that you have discussed this Handbook with your supervisors, come to an agreement about mutual expectations, and that and your supervisors are willing to undertake the responsibilities of your roles.

Confirmation of candidature

Confirmation of Candidature is a formal and comprehensive process that reviews your progress and plan for research from commencement to thesis submission. Confirmation of Candidature tests your question to be explored; its intellectual context; research objectives and research procedures according to what is expected in your degree and the available time frame. Confirmation of Candidature requires a written document, a verbal presentation to a panel and formal written feedback on the presentations and document. Your written document extends the proposal and literature review that was developed in

the first year of candidature to include an integrated justification for your research, a statement of the significance of your research, a draft application to the relevant Ethics Committee if relevant, projected costs of the research and a timeline for completion.

Within three months of enrolment in the Research Thesis unit (ie. the commencement of supervision) you will normally be expected to give a formal presentation of your research proposal to the Confirmation of Candidature Panel. This Panel will comprise your Head of School or delegate (Chair), a research active staff member external to your School, and your supervisory panel. External persons may also be invited to assess the proposal as required for specialist input. The date of the Panel will be proposed by your Principal Supervisor when you and your supervisor agree that you are ready.

You should submit a written proposal and plan of approximately 5,000–15,000 words. Length is determined in part by the focus of the work and the discipline area. You should discuss a suitable length with your principal supervisor. Your proposal must include the following:

- Thesis title (working title);
- Abstract (overview of the proposal);
- The research case (summary of aims and objectives);
- Intellectual context (literature review linked to aims or hypotheses);
- Research significance (proposed outcomes, contribution to the field);
- Research method (design, tools, analyses);
- Draft ethics application if relevant;
- Project costs, infrastructure requirements and timeline; and
- References.

You should submit your written proposal and plan one week before the scheduled Panel meeting.

At the Confirmation of Candidature Panel Meeting PhD candidates only will present a 30-minute oral summary of the proposal using relevant visual and/or auditory tools, after which the Panel may ask further questions about what you have presented.

The written proposal will be assessed according to whether it demonstrates a standard of English language sufficient for preparing a HDR thesis, a format and style consistent with the discipline, and

a level of academic rigour consistent with the award being undertaken.

The oral presentation will be assessed for evidence of your spoken English competence, your presentation skills and your ability to respond to questions about your research project.

The Panel will make its recommendation (confirm, confirm with minor amendments, resubmit in writing after substantial amendments/ rewriting, or not confirmed and a new proposal is required) and formal comments. Where there is a difference of substance between the recommendations of the Panel Members, the Research Committee will adjudicate the differences. The Chair of the Panel will forward the recommendation and comments of the Panel or Research Committee to you and your Principal Supervisor.

If you satisfactorily met the conditions and standards for a research proposal under the Confirmation of Candidature procedure, you will be advised that research can commence subject to approval as needed by the Ethics Committee. If you have not satisfactorily completed the requirements of the Confirmation of Candidature procedure, the Chief Academic Officer may advise that your enrolment be terminated or that you transfer into another degree.

Ethics

As soon as possible after your candidature is confirmed you should submit an ethics application to the Ethics Committee if your research involves human participants. For information relating to ethics applications see HDR Framework.

MIDDLE STAGE OF HDR

The middle stage of a research degree includes the collection of data, data analysis, and the drafting of a thesis. During this stage you will working to complete tasks specified in the Timeline that was agreed at the completion of the Confirmation of Candidature process (PhD candidates) or in your Supervisory Agreement (M(Res) candidates).

THE STAGES OF HDR CANDIDACY (continued)

As a minimum you will be expected to complete six monthly reports, including achievements, obstacles, and future needs. Your Head of School may request quarterly reports. Members of your supervisory panel will be asked to comment on matters you raise in your report.

Throughout your candidature you will be expected to participate in research seminars at Excelsia College, including seminars for research staff as well as those with a specific focus on student research. During the middle stage of your research you will be expected to present the conceptual and methodological basis of your research. You may also have initial findings to present. During the final stage of your research you will be expected to present your findings and discuss them in light of your research question and the literature.

Your Principal Supervisor may advise PhD candidates to attend specific workshops that will be funded by Excelsia College or you may request financial support through your Principal Supervisor for a specific workshop or course you think is highly relevant to the completion of your research. Such workshops and courses include research writing workshops and courses on quantitative and qualitative methods of data analysis.

In addition, PhD candidates will be encouraged to attend and present your research at an Australian conference during your candidature. Selected candidates will also be encouraged to present at an international conference in the final stage of their candidature. Funding for national and international conferences will be available on a competitive basis. Participating in relevant conferences will help you to identify as a researcher, network with other researchers, and obtain wider feedback as you disseminate your research.

FINAL STAGE – THESIS PREPARATION AND EXAMINATION

M(Res) candidates are expected to submit a coherent thesis of approximately 40 000 to 60 000 words.

PhD candidates may submit the thesis as a single research narrative of approximately 60,000 to 100,000 words or as a series of publications with a synthesis.

In either case, see EC-PO-RES-11 Policy for the Examination of HDR Theses to assist you in the preparation of your thesis for examination. Excerpts from this policy are provided below.

The Thesis

All HDR candidates are required to prepare a thesis in partial or complete fulfilment of their degree. The thesis must be prepared under supervision; be the sole work of the candidate, except where due reference is made to other sources; demonstrate a thorough understanding of the subject matter of the thesis; contribute to knowledge (theoretical or practical) and understanding in the field of study concerned; and demonstrate the capacity of the candidate to carry out research.

A PhD may be presented as a series of papers. In exceptional cases, work done jointly with other persons may be accepted, provided that the Research Committee is satisfied as to the candidate's part in the joint research and the contribution is weighted accordingly.

The thesis must be of a nature and length prescribed in the relevant course regulations. Excelsia College does not prescribe a word limit and candidates should seek the advice of their supervisory panel. However, 100,000 words are considered to be the upper limit for doctorates. Most disciplines have a general expectation of a minimum of 60,000 words for a doctorate.

The language of the thesis must be English.

A candidate may not submit as the main content of the thesis any work or material which has been previously submitted for any degree. However, the thesis may incorporate such work or material if the candidate identifies the work or material which has been so incorporated and if it does not form part of the main content of the thesis. Any component(s) of the thesis in media other than text will be submitted in a form approved by the Research Committee.

A candidate will submit to the Research Office one electronic and one loosely bound copy of the written component of the thesis prepared in a form approved by the Research Committee. The submission will include a certificate of authenticity signed by the candidate to the effect that the work has not been submitted for a higher degree to any other institution. The candidate will indicate in the thesis the sources of information and the extent to which the candidate has used the work of others.

Notification of Intention to Submit a PhD thesis (NOITS)

NOITS must be completed at least 2 months prior to the expected thesis submission date via the method outlined in the HDR examination procedures. The supervisory panel must be satisfied that the thesis meets suitable academic standards, and format and presentation requirements, before it may be submitted for examination by the candidate.

If the supervisory panel does not agree that the thesis is ready for examination, the candidate may refer the matter to the Research Committee for determination. If the examination is refused the candidate will be asked to remain enrolled and to take further academic advice from their Principal Supervisor.

Time of Submission

A thesis will normally be submitted after completion of the study program and not earlier than three years (or six semesters) after full-time enrolment in a PhD or two years (or four semesters) after full-time enrolment in a Masters by Research degree. Maximum and minimum periods of candidature are specified in the relevant course regulations. However, the Research Committee may approve submission of a thesis for examination after less than the minimum number of semesters of enrolment, on consideration of the body of research completed, and the recommendation of the Supervisor and Chief Academic Officer, and evidence that the academic readiness of the work would not be increased by a further period of candidature.

Method of Submission

The candidate will submit one electronic copy of their thesis and one copy in temporary binding. With the thesis, the candidate must submit a signed statement affirming that the thesis contains no material previously published or written by another person except where due reference is made, and that it contains no work which the student has previously presented for an award of the College or any other educational institution.

Thesis Examination

At least six weeks before the planned submission date, the Research Committee will appoint three (3) external examiners, including a reserve, for PhD theses, and two (2) examiners, at least one of whom is external, for

Masters Research theses. An external examiner is a person who is neither a current employee of Excelsia, nor an employee within the last three years prior to the thesis submission. There will not normally be more than one examiner from any one institution. A past Supervisor of the candidate cannot act as an examiner. Examiners must complete a declaration relating to conflicts of interest.

Candidates will not be told the identity of examiners. A candidate must not contact any person presumed to be an examiner during the examination process. Violation of this requirement may be construed as an attempt to influence the examination and may give rise to a charge of academic misconduct.

At any other time, the candidate must seek permission from the Supervisor or Research Committee before contacting an examiner. Any permission granted shall be in writing and require the prior agreement of the examiner concerned.

Each examiner is asked to report in writing to the Research Office within ten weeks of the date of posting of the thesis for PhD candidates or five weeks for M.Res candidates.

The Research Office will forward the examiners' reports to the Principal Supervisor for comment and advice. The Principal Supervisor will prepare for the Research Committee a written report that will recommend an initial outcome based on the reports of the examiners and list in detail any recommended changes to the thesis. The Research Committee will then specify action to be taken by a candidate to meet any requirements of the examiners.

The Research Committee will recommend the awarding of the degree when all requirements of the degree have been met. As soon as possible after the Research Committee meeting at which the awarding of the degree is approved, the candidate will be informed of the result and given a copy of the examiners' reports. The candidate is required to lodge one digital (CD in PDF format) version of the thesis incorporating all amendments and/or revisions as specified during the examination process. The digital version of the thesis will normally be lodged in the Excelsia College Library unless otherwise determined under the Intellectual Property Policy. In addition, the candidate is required to lodge loosely bound copies of the thesis to be given to members of the supervisory panel.

OTHER MATTERS

Authorship and publishing

Publication is the ultimate goal of academic research since publication shares knowledge more widely than a single thesis, invites critical review from referees, and tests the standard of the research and writing. You are likely to be preparing research publications during and after your research candidature.

The authorship of research papers or scholarly materials is an important issue for HDR candidates, especially since you are likely to be working in collaboration with supervisors and possibly other members of a research team. You should discuss joint authorship with your supervisors before developing each paper to be submitted for publication.

For further information about Excelsia policies on authorship see the Research Code of Practice.

Conflicts, complaints and concerns about progress

Conflicts: From time to time conflict can arise in a working relationship between supervisors and HDR candidates, or between researchers in a team. Conflict can arise due to a difference of professional opinion, a different approach to addressing a research problem, different styles of working, or the level of independence and direction of researchers who are working as part of a team. HDR candidates are advised to discuss any conflicts or concerns as soon as possible with their Principal Supervisor.

Some students may find it difficult to discuss such problems with their supervisor.

Many problems can be managed successfully by:

- Listening to the other's point of view. Good listening requires being open to the other's point of view and providing feedback on what they have said.
- Stating a point of view assertively. Being assertive means being able to stand up for individual rights while respecting the rights of others.

Sometimes it may be useful to have a third person such as a counsellor act as mediator when problems arise.

Complaints: More serious issues may arise in the context of a supervisory relationship. According to the NSW Ombudsman's Report (2017), accessed from:

ombo.nsw.gov.au/_data/assets/pdf_file/0004/49684/Complaints-about-the-supervision-of-postgraduate-students-Discussion-paper-October-17.pdf complaints have been made by post-graduate candidates in relation to discriminatory, harassing, and illegal behaviour by supervisors. Supervisors at Excelsia College are not permitted to engage in such behaviour.

If the matter is not resolved directly with your supervisor, your Head of School or Director of Research should be consulted. You may seek an appointment for a face to face meeting or you may raise a concern in writing in a confidential memo.

The matter may be dealt with under the Academic Grievance Procedure (PPR-STU-06). Serious allegations of conflicts within a research team should be discussed with the Advisor on Research Integrity (see Procedures for Alleged Research Misconduct). In addition to initiating a complaint under the Academic Grievance Procedure you have a right to complain to the NSW Ombudsman, the Australian Research Integrity Committee, the Anti-Discrimination Board of NSW, the Human Rights and Equal Opportunities Commission, the Tertiary Education Quality and Standards Agency, and the Independent Commission Against Corruption.

Respect, trust and professionalism are very crucial when it comes to providing a safe learning environment. Sexual or romantic relationships between supervisors and their students are never appropriate and harm the learning and research environment of that student and the academic integrity of all parties, including the College. A student's academic progress must never depend on consenting to a sexual relationship with their supervisor or a member of staff. The College encourages the prevention and reporting of incidents involving sexual assault and sexual harassment from all members. The College will be notified of these incidents when a SASH Incident form located on our website has been submitted and will act and provide immediate support. If such events occur, consequences will arise and there will be steps to rearrange a new supervisor for the student/s involved. The policy and procedure regarding sexual assault or sexual harassment provides more information of the College's response and management to the situation and includes counselling and support options for those impacted.

Progress: A student admitted to candidacy is expected to make satisfactory progress during each enrolled semester. The candidate and supervisor are jointly responsible for holding regular discussions on the progress of the research and for providing a detailed Progress Report at least annually to the Director of Research or delegate.

A candidate who fails to maintain satisfactory progress:

- may be placed on conditional status by the Research Committee or delegate; or
- where evidence of this persists over the duration of the degree and/or a preceding semester, may have her/his candidacy terminated.

If you are concerned about your lack of progress you should discuss your situation with your Principal Supervisor. You may be able to take leave of absence or change the conditions of your enrolment.

Leave of absence

Candidates may normally apply for a maximum of two sessions of leave of absence in any one candidature. A candidate will be encouraged to take leave if problems are interfering with progress and there is an expectation that a period of leave will allow time to resolve the problem. The problems may include ill health, health problems within the family, short term professional pressures, personal emotional issues etc. During periods of leave the candidate is not enrolled and may not access College resources, including contact with supervisors. In cases of authorised leave the maximum period of enrolment is adjusted to account for the period of leave.

Ten days' informal sick leave per year may be taken, without need for formal approval. The candidate is asked to inform the Principal Supervisor of any short periods of illness which will be recorded and may form part of the next annual report. After ten days the candidate may apply for leave of absence as indicated in the paragraph above. For approval of extended sick leave the candidate must apply using a variation of program form and attach a medical certificate from a GP or medical specialist attesting that they are unfit for study and stating the period of time. The extended sick leave provision does not apply to most international scholarships.

Variation of enrolment

Changes to candidature details must be formally approved and recorded on the student record system. It is expected that changes will be made in the thesis topic and title over the course of candidature; hence, a working title is used until the thesis is submitted for examination. Changes to the supervisory panel can only be made with permission from the Head of School and/or Research Committee. However, continuity of expertise is important for candidates and changes should only be made in cases where additional expertise is required, or if a supervisor is unable to continue in that role.

Changes in mode can be made in some circumstances. Candidates may change between full and part-time enrolment if necessary: for example, the need to find part-time work. However, in normal circumstances scholarship holders must be enrolled full-time and, as an Australian government visa requirement, international candidates are not permitted to enrol part-time.

For more information about admission requirements,
course suitability and career pathways please contact us
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